

SUMMARY OF EVENT

This section of the permit application is intended to provide the City of Carlsbad with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic and Internet formats.

In many instances, the information you provide in this section will be used in developing the Carlsbad's Special Events Calendar. Please complete the information carefully.

DESCRIPTION

Event Title

Description

(This should be promotional in nature and cannot exceed 300 characters)

ADMISSION

(Participant and/or entry)

Event Category

<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Circus
<input type="checkbox"/> Exhibits/Miscellaneous	<input type="checkbox"/> Farmer/Outdoor Market	<input type="checkbox"/> Dance
<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Museum Special Attraction	
<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Carnival	<input type="checkbox"/> Other

Anticipated Attendance

Total Attendance

(Spectators & Participants)

Total _____

Per Day _____

Participants

(If applicable)

Total _____

Per Day _____

SUMMARY OF EVENT

DATE/TIME

Setup Starts

Date _____ Time _____ Day of Week _____

Event Starts

Date _____ Time _____ Day of Week _____

Event Ends

Date _____ Time _____ Day of Week _____

Dismantle Complete

Date _____ Time _____ Day of Week _____

LOCATION

Location

Description

(Information
cannot exceed
300 characters)

CONTACTS

Host Organization

Professional Organizer

Public Contact

(Required)

Name: _____

Telephone: () _____

Non-Public Contact

(Required for
internal use only)

Name: _____

Telephone: () _____

Media Contact

(If different than
Public Contact)

Name: _____

Telephone: () _____

Vendor Contact

(If different than
Public Contact)

Name: _____

Telephone: () _____

On-Site Contact

(Over all supervisors for)
day of the event)

Name: _____

Telephone: () _____

Web Address

APPLICANT AND HOST ORGANIZATION INFORMATION

CHIEF OFFICER OF HOST ORGANIZATION

This is the person who has overall authority of the Host Organization. A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with the permit application.

APPLICANT

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the City's Special Events Committee throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

The Chief Officer of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the City's Special Events Committee in implementing the plan. The professional event organizer must be available to work closely with the City's Special Events Committee throughout the planning process. A letter from the Chief Officer of the Host Organization authorizing the application or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.

ORGANIZATION STATUS/PROCEEDS/REPORTING

COMMERCIAL

All entities or organizations, other than City of Carlsbad events, without an IRS 501 (c) valid tax exemption status are considered to be commercial in nature. A City business license is required for commercial events.

TAX EXEMPT, NON-PROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the event date and is in good standing with the IRS. If you are a bona fide tax-exempt nonprofit organization, a copy of the IRS 501 (c) tax exemption letter certifying your current tax exemption, non-profit status is required.

APPLICANT AND HOST ORGANIZATION INFORMATION

Host Organization: _____

Chief Officer of Host Organization: _____

Applicant Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Please provide a list of any professional event organizers, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf, produce and/or manage your event.

Professional Organizer: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

ORGANIZATION STATUS/PROCEEDS/REPORTING

Yes/No

☐ ☐ Is the Host Organization a commercial entity?

☐ ☐ Is the Host Organization a tax exempt, nonprofit entity?

☐ ☐ If yes, is a copy of your IRS 501(c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status attached?

☐ ☐ Are patron admission, entry or participant fees required?

If yes, please provide amounts: _____

☐ ☐ Are vendor or other fees required?

If yes, please provide amounts: _____

\$ _____ Estimated gross receipts including ticket, entry, vendor, product and sponsor sales from this event.

Please explain how this amount was computed: _____

\$ _____ Estimate expenses for this event.

\$ _____ What is the projected distribution or net dollar amount the Host Organization will receive from this event?

SITE PLAN / ROUTE MAP/TRAFFIC CONTROL PLAN

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. Any roads or areas that involve the detour of traffic or pedestrians, change of traffic patterns or change of parking regulation require a traffic control plan (TCP) that meets the standards of the National Manual of Uniform Traffic Control Devices (MUTCD) or the California Supplement. This is applicable for both moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 1/2" x 11" or 11" x 17" standard format. A minimum of four (4) copies of site plan and traffic control plan should be included with your permit application.

Site plan/route map/traffic control plan should include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. All detours and alternate circulation routes. If the event involves a moving route of any kind, indicate the direction of travel and all proposed street or lane closures.
- The location of fencing, barriers and/or barricades and traffic control signs. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes through the event venue.
- The location of first aid facilities and ambulances.
- The location and description of all off-site signs and any on-site signs that have a face area larger than sixteen square feet or stand more than four feet above the ground.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and other temporary structures.
- A detail or close-up of the food booth, cooking area configuration and fire extinguisher location, including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and /or location within tents or tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.
- Special notes applicable to the Traffic Control Plan.

Based on your event site plan and components, Carlsbad Fire Protection Services and/or Carlsbad Building Department may require an inspection of your venue at your cost before and/or during the event. Generally the use of a barbecue, bleachers, food preparation, heating devices, inflatable/hot air balloons, open flame, tent/canopy, or vehicles indoors will require a Fire Protection Service inspection with a minimum charge established by the City Fee Schedule. For more information or assistance, please contact the City's Fire Protection Services at (760) 602-4660.

SITE PLAN / ROUTE MAP/TRAFFIC CONTROL PLAN

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the Planning Department, Fire Department and Building Department may require the issuance of Building Permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review and permit issuance as well as the related site inspections required by the Planning and Development Review Department. A cash bond with a completion/forfeiture date may be required if required plans/permits are not complete at the time the application is filed.

NARRATIVE

To supplement your site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatables, vehicles, animals, rides or other pertinent information that will better assist us in reviewing the components of your event. This narrative and/or timeline will assist us in better understanding the components and activities within your event.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MITIGATION OF IMPACT

By definition, a Special Event is an event that results in a change in when and where citizens can walk, drive or park. One of the primary functions of the Special Events Committee is to evaluate the value of the event against any negative impact to the community. As an event organizer, you are required to notify those that may be affected by your event and develop satisfactory measures to mitigate any negative impacts. Your efforts to minimize negative impacts to the people who live, work and transit through the Special Event area will help to assure the approval of your application.

ROAD CLOSURE NOTICE: The City of Carlsbad requires you to provide and post “Road Closed” advisory notification signs a minimum of ten (10) days prior to your event, if the event closes certain major roadways. The advisory signs must be approved by the Special Events Committee. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure and must be shown on the Traffic Control Plan. Note: “Road Closure Notice” signs are part of the Traffic Control Plan and are authorized as part of the Special Event.

INTERESTED PARTY NOTICES: The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. To assure that all interested parties (residents and businesses in the Special Event area and residents and business likely to be affected by the Special Event) have the opportunity to express those concerns, applicants are required to notify those that may be affected by the event as follows:

FIRST NOTICE (First Time Event): The applicant for a first time event or for an event that has not been held for more than two years, must sponsor a meeting for all interested parties. This meeting must occur not less than one hundred and twenty (120) prior to the Special Event date. The purpose of this meeting will be to allow the Special Event sponsor to identify and address concerns of interested parties. It is the applicant’s responsibility to give reasonable notice to interested parties of this meeting.

FIRST NOTICE (Recurring Event): The applicant for a Special Event Permit that, in the past year(s), has been approved must notify all interested parties of the event not more than sixty days nor less than thirty days prior to the Special Event date with information concerning the event and information on how to contact the applicant and the Special Events Committee before and after the event to identify concerns.

SECOND NOTICE: All applicants for a Special Event Permit must notify all interested parties of the event not more than twelve days nor less than eight days prior to the Special Event date with information concerning the event and information on how to contact the applicant and the Special Events Committee before and after the event to identify concerns.

This notice requirement does not apply to Special Events that are “Expressive Activities,” as that term is defined in Carlsbad Municipal Code Section 8.17.020(c).

MITIGATION OF IMPACT

The City of Carlsbad will provide the format for the public notices. The applicant will prepare an address distribution list of interested parties. The distribution list and both notices must be approved by your Special Events Committee representative prior to distribution. The first notification must be accomplished by mail. The second notice may be delivered either by mail or in person. Any deviation from the notification requirements requires prior approval from your Special Events Committee representative.

MITIGATION CHECK LIST

- ___ **(First time event only).** Get approval from your Special Events Committee representative for the date, time and location of the Interested Party meeting.
- ___ Prepare draft of First and Second Notification and get approval from your Special Events Committee representative.
- ___ Prepare distribution list of Interested Parties and get approval from Special Events Committee representative.
- ___ Prepare Traffic Control Plan (TCP) and give to your Special Events Committee representative (the traffic engineer reviews the TCP).
- ___ Prepare Site Plan and give to your Special Events Committee representative.
- ___ Prepare Parking and Shuttle Plan and give to your Special Events Committee representative.
- ___ Prepare draft of Road Closure Sign(s) and get approval from your Special Events Committee representative.
- ___ Mail First Notice.
- ___ **(First time event only).** Hold Interested Party meeting.
- ___ Post Road Closure Sign(s).
- ___ Mail or distribute Second Notice.
- ___ Hold event.

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, rest rooms, telephones, and clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, drinking fountains, etc.

On the right is a checklist of event components that has been provided to assist you when planning your event. This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access Requirements.

PARKING AND SHUTTLE PLAN

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place. Remember that parking, traffic congestion and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation and alternate modes of nonpolluting transportation whenever possible. You must always include accessible parking and/or access in your event plans.

Your written parking and shuttle plan must be submitted with your Traffic Control Plan. Include a letter of consent from the property owner of any private property owners not owned by the host organization.

ACCESSIBILITY PLAN

Yes/No

- ☐ ☐ Will there be a "Clear Path of Travel" throughout your event venue?
- ☐ ☐ Have you developed a written Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event?
- ☐ ☐ Will a minimum of 10% of portable rest rooms at your event be accessible?
- ☐ ☐ Will all food, beverage and vending areas be accessible?
- ☐ ☐ Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility?
- ☐ ☐ If telephones are provided, will at least one telephone at each phone bank have a volume control and be hearing aid compatible?
- ☐ ☐ If an information center is provided at your event, will customer service representatives be able to assist disabled individuals?
- ☐ ☐ If all areas of your event cannot be made accessible, will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations?

PARKING AND SHUTTLE PLAN

Yes/No

- ☐ ☐ Will your event require parking at any sites other than on the venue?
- ☐ ☐ Does your site plan and traffic control plan include any parking variances on public streets or in public parking lots?
- ☐ ☐ Does your site plan and traffic control plan include expected number of vehicles and does it identify adequate parking for those vehicles?
- ☐ ☐ Will your event be providing shuttle services from off venue parking areas?
- ☐ ☐ If event attendees, participants or vendors are likely to park in privately owned parking lots in the vicinity of your event, have you contacted those lot owners to assist in mitigation of the impact of your event?

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as the overall activities are all areas that need to be analyzed in-depth and addressed through your security plan.

Most events require the services of a professional security company licensed by the State of California to help develop an appropriate security plan. A representative of this company, commonly known as a security consultant, will work closely with you to review and analyze your proposed event. The security consultant will determine points of concern and anticipate potential problems. The consultant will make preliminary recommendations to rectify the concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. Once your security plan has been submitted, the Carlsbad Police Department will determine the minimum number of licensed private security guards and police officers required to adequately staff your event. The Carlsbad Police Department retains authority over your event security requirements. If the prescribed number of licensed private security guards are not provided, or prove inadequate, the Carlsbad Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.

SAFETY EQUIPMENT

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event.

No traffic control devices will be supplied by the City of Carlsbad unless the event is solely generated by the City of Carlsbad.

SECURITY PLAN

Yes/No

- ☐ ☐ Do you intend to use Carlsbad Police Officers as part of your security plan?
- ☐ ☐ Have you posted a deposit or signed an agreement to pay for the services of the Carlsbad Police Officers?
- ☐ ☐ Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

SAFETY EQUIPMENT

Yes/No

- ☐ ☐ Will your event involve the use of traffic safety equipment?

If yes, please list: _____

Equipment Company: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Equipment Setup : Date _____ Time _____

Equipment Pickup: Date _____ Time _____

MEDICAL PLAN

In an effort to help you determine the appropriate medical services for your event, the City of Carlsbad Fire Emergency Services has developed a matrix of Emergency Medical Services Resources. Carlsbad Fire Emergency Services has final authority to determine your event medical services requirements. For more information, please contact the Carlsbad Fire at (760) 602-4660.

EMERGENCY MEDICAL PLAN MATRIX

EVENT TYPE	Anticipated Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	BLS Ambulance (s)	ALS Ambulance (s)	Mobile Team(s)
Concert Music Festival Block Party Street Fair	Less than 1,000	R	R	A		A		
	1,000 to 15,000	R		R		R	A	
	15,000 to 50,000	R		R	A	R	R	R
	Over 50,000	R			R	R	R	R
Athletic Athletic Event	Less than 1,000	R	R	A				
	1,000 to 15,000	R		R	A	R	A	
	15,000 to 50,000	R			R	R	R	R
	Over 50,000	R			R	R	R	R
Parade	Less than 1,000	R	R					
	1,000 to 15,000	R	R	A		R	A	
	15,000 to 50,000	R		R	A	R	R	R
	Over 50,000	R		R	A	R	R	R
Conference Convention	Less than 1,000	R	R					
	1,000 to 15,000	R	R	A		A		
	15,000 to 50,000	R		R		R	A	R
	Over 50,000	R		R	A	R	R	R

R = Required resource

A = Advised Resource

MEDICAL PLAN

Yes/No

☐ ☐ Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

If yes, please list:

Medical Service Provider: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this plan if necessary.

INSURANCE REQUIREMENTS

Insurance requirements depend upon the risk level of the event. As a general rule, the City of Carlsbad requires a minimum of one million dollars in liability coverage. Events with higher risk levels, which include but are not limited to: athletic events, those that include alcohol, and those with pyrotechnics will require additional insurance coverage.

Before final permit approval, you will need to submit a certificate and endorsement to your commercial general liability insurance policy that names as Additional Insured, the "City of Carlsbad, its officers, employees, volunteers and agents." If there are athletic participants, coverage for them must be indicated on the certificate. You may also be required to submit insurance for other public entities (e.g. County, State, North County Transit District, CalTrans, etc.) impacted by your event. The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

To determine the necessary amount of coverage required, please contact Risk Management at (760) 602-2470.


CERTIFICATES OF INSURANCE CHECKLIST

☐ \$1 million single limit general liability coverage


Or

☐ If **alcohol** is to be served:
\$2 million single limit coverage
Host liquor liability coverage must be included on certificate


☐ If there are **athletic participants**, one of the following is required:

 “Participant legal liability coverage” is marked in the limits section of the certificate

Or

 The statement “general liability insurance covers claims filed by athletic participants for injuries”

Or

 The statement “claims for injuries filed by athletic participants are not excluded under the general liability insurance coverage”

☐ Date(s) of the event falls within the “policy effective” and “policy expiration” dates

☐ Named insured on the certificate matches the names of the organization/individual on the application

☐ “The City of Carlsbad, its officers, employees and volunteers are named as additional insured”

☐ Certificate holder address is:
City of Carlsbad
1200 Carlsbad Village Drive
Carlsbad, CA 92008

Endorsement must include:

The City of Carlsbad, its officers, employees, volunteers and agents are named as additional insured.

Coverage under this policy shall be primary insurance as respects the City, its officers, employees, volunteers and agents.

This policy will not be canceled, materially changed nor the amount of coverage reduced until thirty (30) days after receipt of written notice of cancellation or reduction in coverage by the Risk Manager of the City of Carlsbad, California.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of state law (no waiver can be granted for unreasonable noise). A police officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Carlsbad does not allow slam dancing, crowd surfing, mosh pits or other similar activities.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of Carlsbad Planning Department as a part of the Special Event Permit. In certain areas and under certain conditions these items are prohibited.

The use of fireworks, rockets, lasers or other pyrotechnics require a separate permit from Fire Protection Services. Fire Protection Services is located at 1635 Faraday Avenue, Carlsbad, CA. 92008. The telephone number is (760) 602-4660.

Body piercing, tattooing, and chiropractic adjustments are not permitted at Special Events on public property. In some instances your event may require review and approval from the Carlsbad Police Vice Division in addition to your Special Event Permit. A Police Vice review and approval is required for any event that includes carnivals, circuses, rodeos, bingo games, casino games, drawings, lotteries, or allows patron dancing to recorded or live music. Many of the aforementioned permits have age restrictions for patrons.

If your event includes any of the above activities you must contact the Carlsbad Police Department Vice Division no later than thirty (30) days prior to the proposed date of the event. The Police Vice Division is located at the Safety Center, 2560 Orion Way, Carlsbad, CA 92008. The Vice Division telephone number is (760) 931-2195.

Massage services provided as part of a Special Event (e.g. at the finish area of a 5K run) may be performed, without restriction, by a Holistic Health Practitioner licensed by the City of Carlsbad. Massage services provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or by a student from a massage school must be done free of charge. Donations or tips may be accepted but not made mandatory. Students must be supervised by a licensed instructor. Inclusion of this type of activity at your event may have additional insurance requirements.

ENTERTAINMENT AND RELATED ACTIVITIES

Yes/No

- ☐ ☐ Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attached listing of all bands/performers, type of music, sound check, performance schedule and locations.

Number of Stages: _____

Number of Performers/Bands: _____

Performer/Band name and music type: _____

- ☐ ☐ Will sound checks be conducted prior to the event?

If yes, Start time _____ Finish time _____

- ☐ ☐ Will sound amplification be used?

If yes, Start time _____ Finish time _____

If yes, please describe the sound equipment that will be used at your event _____

- ☐ ☐ Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe _____

- ☐ ☐ Will inflatables, hot air balloons or similar devices be used at your event?

If yes, please describe _____

- ☐ ☐ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe _____

- ☐ ☐ Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe _____

- ☐ ☐ Will there be massage services at your event?

If yes, please describe _____

- ☐ ☐ Do your event plans include any carnivals, circuses or rodeos activities, or casino games, bingo games, drawings or lottery opportunities?

If yes, please describe _____

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). In many areas of the city, the public consumption of alcohol is illegal. The Special Event Permit you receive from the City of Carlsbad will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden. If your event includes the use of alcohol on City property, Liquor Liability Coverage at a higher level must be provided (see insurance requirements).

CONCESSIONAIRES

The City of Carlsbad Special Events Ordinance can allow you exclusive control and regulation of any concessionaires within your defined event venue. You will want to provide a plan for regulation and controlling such concessionaires. Park and beach regulations may vary so contact the appropriate division of the Recreation Department if your event is on park property.

FOOD CONCESSIONS OR PREPARATION

Guidelines for food facilities are provided by the County of San Diego Department of Environmental Health. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. You may be required to apply for a health permit if food or beverages are sold or given away during your special event. If applicable, be sure to include your organization's IRS 501 (C) identification number in order to receive a "nonprofit" classification number by the County Department of Environmental Health. Different permits, policies and procedures depend on your classification and the number of days of your event.

ALCOHOL

Yes/No

☐ ☐ Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Beer, Wine and Distilled Spirits

CONCESSIONAIRES

Yes/No

☐ ☐ Will items or services be sold at your event?

If yes, please describe or attach a complete list of vendors and include a sample vendor pass that will be used. _____

☐ ☐ Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?

If yes, please describe or attach a complete list of vendors. _____

FOOD CONCESSIONS OR PREPARATION

Yes/No

☐ ☐ Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared

☐ ☐ Do you intend to cook food in the event area?

If yes, please specify method:

- ☐ Gas
- ☐ Electric
- ☐ Charcoal
- ☐ Other (specify) _____

PORTABLE REST ROOMS

The San Diego County Department of Health Services recommends one (1) chemical or portable toilet for every 250 people, or portion thereof that attends your event. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Carlsbad may determine the total number of required rest room facilities on a case-by-case basis.

ENVIRONMENTAL IMPACT

The event must be planned and organized to have a minimum impact on the environment. The information provided below can help you plan your event to meet that goal.

SANITATION AND RECYCLING: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Carlsbad community.

Should you fail to perform adequate cleanup or damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. The City does not provide street sweeping services for Special Events, so please plan accordingly.

The City is committed to recycling. To make recycling a success, everyone must participate. You can help by planning recycling strategies for the waste generated at your event. For more information or assistance, please contact the Coast Waste Management at (760) 929-9400.

STORM WATER PROTECTION: The City has an intricate Storm Drain System designed to move rainwater from the streets to creeks, lagoons and the ocean in order to prevent flooding. Any materials left or disposed off on streets and sidewalks can reach the storm drain system and eventually our natural resources.

Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City's Storm Water Protection Program for specific information and assistance with your event planning at (760) 438-2722.

PORTABLE REST ROOMS

Yes/No

☐ ☐ Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets _____
Number of ADA accessible portable toilets _____

If no: Please explain: _____

Rest Room Company: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

ENVIRONMENTAL IMPACT

Number of trash cans _____

Number of dumpsters with lids _____
(One for every increment of 400 people)

Number of recycling containers _____

Sanitation Company: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Yes/No

☐ ☐ Does your event have any elements that may result in water run-off?
☐ ☐ Will any material/matter be left that could be carried in the storm drain
system by water run-off at a later time?

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval may be made after your Special Event Permit Application has been submitted to the City of Carlsbad and initially screened by your Special Events Committee Representative and you have met with the entities that may be impacted by your event. Acceptance of your Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of your event. The event organizer must complete the application requirements entirely and receive approval before the City of Carlsbad will issue a Special Event Permit.

If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate City sign code ordinances, or which may be difficult to clean or remove from the venue.

All signs advertising your event must be identified in your application. Traffic Control signs and signs within your venue are permitted as part of your Special Events Application (refer to Site Plan for more details).

MARKETING AND PUBLIC RELATIONS

Yes/No

☐ ☐ Will this event be marketed, promoted, or advertised in any manner?

If yes, please describe _____

☐ ☐ Will there be live media coverage during the event?

If yes, please describe _____

☐ ☐ Will media vehicles be parked within the event venue?

If yes, please describe _____

☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe _____

☐ ☐ Do you have a plan to advertise at any off-site locations:

If yes, please describe _____

AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

City of Carlsbad
Special Events Committee
2560 Orion Way
Carlsbad, CA 92008

TAXES

In some cases, a Special Event Permit may result in a taxable possessory interest and you may be subject to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. You may contact the San Diego County Tax Assessor's Office at (619) 531-5761 for additional information.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Carlsbad Municipal Code, and that I understand this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this permit, I agree to pay all possessory interest taxes and acknowledge payment of these taxes will not reduce any fees or consideration paid to the City pursuant to this use permit. I further certify that I am authorized to commit the Host Organization and I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Host Organization to the City of Carlsbad.

RELEASE FROM LIABILITY AND INDEMNIFICATION

(Please read before signing)

I agree to waive and release the City of Carlsbad (which, for purposes of this release includes its officers, agents, employees and volunteers) from and against any and all claims, costs, liabilities, expenses or judgments including attorney's fees and court costs arising out of the activities of this special event or any illness or injury resulting there from, and hereby agree to indemnify and hold harmless the City of Carlsbad from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from gross negligence or willful misconduct on the part of the City of Carlsbad. I UNDERSTAND AND AGREE THAT BY SIGNING THIS WAIVER I AM FREEING THE CITY OF CARLSBAD AND ITS EMPLOYEES, VOLUNTEERS, OFFICERS AND AGENTS FROM ANY LIABILITY RESULTING FROM THIS SPECIAL EVENT OR ACTIVITY. I UNDERSTAND THAT NO CITY EMPLOYEE OR AGENT IS AUTHORIZED TO MODIFY THIS WAIVER. I CERTIFY THAT I HAVE PERSONNALLY READ AND UNDERSTOOD THIS WAIVER AND RELEASE.

Print Name of Applicant/Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____